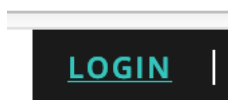


fib Subscription Renewal User Guide for Individual members

1. Log into the [fib Website](https://www.fib-international.org/) (<https://www.fib-international.org/>) using the login button (top right).



2. Please type your credentials: Username or Email and your password (if you forgot your password, please use the “Forgot your Password” link to reset it).

3. From Your dashboard, under “Profile”, you can see your membership plan (for example, Ordinary 2020), download the invoice, view the history and pay for your renewal.

Name	Members	Discussions	Files
Secretariat	3	2	1

4. In order to pay your invoice for 2020, please click on the “Pay” button. You will be able to pay:

- via PayPal

The screenshot shows the 'Payment' page for an invoice. The header includes the 'fib Network' logo and user information 'John Robin'. The main content area is titled 'Invoice' and contains two primary sections:

- Invoice Details:** Shows a total amount of 'CHF 190.00' for the 'Ordinary Annual Membership Fee 2020'. A 'Your purchase ID' field contains '12122312DD' and is highlighted with a red border. A 'Save' button is located below the field.
- Payment method:** Three options are listed: 'PayPal' (selected with a red radio button), 'Bank transfer', and 'Credit cards'. A prominent red button labeled 'Pay with PayPal' is positioned below these options.

At the bottom of the main content area, there is a 'Download your invoice' button. The footer contains copyright information for 2019 FIB International and a 'Help & contact' link.

- via Bank transfer

This screenshot shows the same 'Payment' page as above, but with 'Bank transfer' selected as the payment method. The 'Pay with PayPal' button is no longer visible. The 'Payment method' section now includes the following information:

- Payment method:** 'Bank transfer' is selected with a red radio button.
- Important notice:** 'Your subscription will be activated manually as soon as full payment is received.'
- Bank details:** 'Union Bank of Switzerland (UBS), Box 2950, CH-1211 Geneva 2, Dépôt. Switzerland'
- IBAN and SWIFT:** 'IBAN: CH19 0024 0240 7102 5000 V | BIC: UBSWCHZH80A | SWIFT: UBSWCHZH12A - Please proceed to do the Bank transfer using this bank account and print it for your records. You will receive an email of confirmation regarding the activation of your membership when the transfer has been received. Please contact the fib Secretariat at info@fib-international.org for any questions.'

The rest of the page layout, including the invoice details and footer, remains identical to the previous screenshot.

- via Credit cards

The screenshot shows the 'Payment' page on the fib Network website. The page title is 'Invoice'. On the left, there is a summary box for 'CHF 190.00' for the 'Ordinary Annual Membership Fee 2020'. Below this, a 'Your purchase ID' field contains '12122312DD' and a 'Save' button. On the right, the 'Payment method' section has three radio buttons: 'PayPal', 'Bank transfer', and 'Credit cards' (which is selected). Below the radio buttons is a 'Pay by credit cards' button. At the bottom of the main content area, there is a 'Download your invoice' button. The footer contains copyright information for 2019 FIB International and links to 'Terms & conditions', 'Privacy', and 'Help & contact'.

In each situation, you can enter your Reference number (Purchase Id or VAT number). Please click on “Save”. You can also Download your invoice.

5. When you go back to your “Dashboard”, you will see that your subscription has been renewed for 2020.
If you paid by Bank Transfer, please allow several days for the Secretariat to receive and validate your payment.

The screenshot shows the 'My dashboard' page on the fib Network website. The page title is 'My dashboard'. On the left, there is a 'My working groups' section with a table showing the 'Secretariat' group with 3 members, 2 discussions, and 1 file. On the right, there is a 'Profile' section for 'John Robin' with an 'Edit' button. The profile information includes: Username: info@fib-international.org, Member number: 21111, and 'Ordinary 2020' with a 'Paid' status. Below the profile information are 'Download invoice' and 'History' buttons. The footer contains copyright information for 2019 FIB International and links to 'Terms & conditions', 'Privacy', and 'Help & contact'.

Name	Members	Discussions	Files
Secretariat	3	2	1

Thank you for renewing your subscription.